

CONCILIATION COURT SERVICES

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**If there is desire to save the marriage or
resolve differences, Conciliation Court
Services are available.**

(Forms and Instructions)

SELF-SERVICE CENTER

REQUEST FOR CONCILIATION COURT SERVICES

CHECKLIST

You may use the forms and instructions in this packet if . . .

- ✓ You are legally married according to Arizona law (**A.R.S. 25-101**)
- ✓ You or your spouse either have or *have not* filed a petition for dissolution, legal separation or annulment.
- ✓ You want to try to reconcile (get back together) or resolve the issues in your case with your spouse.

Do not use this packet if . . .

- ✓ You have a paternity case.
- ✓ You have a pending action regarding Legal Decision Making or Parenting Time.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website.

SELF-SERVICE CENTER

REQUEST FOR CONCILIATION COURT SERVICES

This packet contains court forms and instructions to request Conciliation Court Services prior to filing a petition for dissolution or immediately after filing a petition for dissolution. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

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SELF-SERVICE CENTER

HOW TO COMPLETE THE FORMS AND SUBMIT YOUR “PETITION FOR CONCILIATION COURT SERVICES”

YOU MAY USE THIS PACKET to request Conciliation Court Services before or immediately after filing for dissolution, legal separation, or annulment. If you choose to file a **“Petition for Conciliation Court Services,”** you and your spouse will be **required** to attend a conference conducted by a trained marriage and family professional provided by Conciliation Services at no cost.

- If a petition for dissolution, legal separation or annulment has been filed and the **“Petition for Conciliation Court Services”** is filed within **60 days of service of the petition**, there will be a hold (or stay) on the proceedings for up to 60 days to allow time for scheduling and attending the conference. The Court may extend this stay for good cause. The process for seeking an extension can be found in Arizona Revised Statute 25-381.18(B).
- If a **“Petition for Conciliation Court Services”** has been filed by either party within the previous year, the proceeding will **not** be put on hold.
- If a stay is in place resulting from filing a **“Petition for Conciliation Court Services,”** the petition for dissolution, legal separation, or annulment may be dismissed, causing the filing party to begin again up to and including the appearance fees.
- If a party is represented by an attorney, only the attorney can file a **“Petition for Conciliation Court Services”**. If a party is represented by an attorney and files a **“Petition for Conciliation Court Services”** on his/her own, it may be rejected.

INSTRUCTIONS: Complete the **“Petition for Conciliation Court Services”** as follows:

- STEP 1** **USING BLACK INK ONLY, type or neatly print** the information requested in the top left-hand corner of the document. Then, write in the case number (if you have one). Your Superior Court Case Number is the file number of your Family Court case if you have filed for dissolution, legal separation, or annulment. If you or your spouse has not filed for dissolution, legal separation, or annulment, you will not have a Superior Court Case Number.
- STEP 2** **Complete the case caption.** If you filed for dissolution, legal separation or annulment, you are the petitioner; if the other party served you with court papers, he or she is the Petitioner. Copy the caption as it appears in the papers you were served with. If the **“Petition for Conciliation Court Services”** is being filed *before* anyone has filed for divorce, legal separation or annulment, you are the Petitioner.
- STEP 3** **Read the “Petition for Conciliation Court Services”** and answer the questions or provide the information requested. Then, date and sign the **“Petition for Conciliation Court Services”** with the current day, month and year. Provide the name, address, and telephone number of your spouse’s attorney (if he or she has one).
- STEP 4** Make two (2) copies of the completed **“Petition for Conciliation Court Services”** and take the original and both copies to the Office of the Clerk of the Superior Court. The Clerk will stamp and file the original copy and stamp your two (2) copies as well. You will need to mail one copy to the other party and keep one copy for your records.

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

FOR CLERK'S USE ONLY

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Regarding the Marriage of

Case Number: _____
(if divorce, separation, or annulment already filed)

Petitioner

PETITION FOR CONCILIATION COURT SERVICES

Respondent

*if divorce, separation, or annulment already filed, list
Petitioner and Respondent as they appear on Petition
in that case.

**Name of Judge assigned to your divorce,
separation or annulment case (if applicable)**

I, _____, respectfully state to the court:

1. A controversy or disagreement exists between my spouse and me. The help of the court is requested to effect reconciliation or an amicable settlement of the controversy.
2. I fully understand that this Petition may not be withdrawn from Conciliation Court Services until the minimum required conferences have been concluded, or until the court ends the proceedings.
3. To the best of my knowledge, there ☐ **is** OR ☐ **is not** an annulment, legal separation, or divorce case pending between my spouse and myself.
4. A Petition for Conciliation Court Services ☐ **has** OR ☐ **has not** been previously filed in this court by either spouse in the last year.
5. My present address and telephone number is:

Street Address: _____
City, State, Zip Code _____
Telephone Number: _____

6. My spouse's present address and telephone number is:

Street Address: _____
City, State, Zip Code _____
Telephone Number: _____

7. The names and ages of each minor child, including any stepchildren, whose welfare may be affected by the controversy between my spouse and me are: (Use additional sheets of paper if necessary.)

Name and Age: _____
Name and Age: _____
Name and Age: _____
Name and Age: _____
Name and Age: _____

OR ☐ There are no minor children whose welfare might be affected by the results of the controversy between my spouse and me.

8. ☐ I believe we may be able to reconcile (stay or get back together and continue the marriage) or achieve an amicable adjustment of the controversy.

9. Do you or the other party need an interpreter? Yes ☐ No ☐

If yes, for what language? _____

RELIEF REQUESTED. Therefore, I request that the parties be ordered to attend Conciliation Court Services in an effort to effect a reconciliation of the spouses, or an amicable settlement of the controversies involved.

Today's Date: _____
Your Signature _____

Your attorney's name, address and telephone number: (if applicable)

Attorney's Name: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____

Your spouse's attorney's name, address, and telephone number: (if applicable)

Attorney's Name: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____